Activity Guide –

AR352: Creating and Maintaining Deposits

State of Kansas

TABLE OF CONTENTS

Activity 1 – Walkthrough: Entering a Regular Deposit for Miscellaneous Receipts

Scenario

You are a **Deposit Processor** who has received $2000 in checks from two separate customers that do not correspond to any open item. You need to enter a regular deposit with two direct journal payments, one for each of the customers.

Menu Path

Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to enter a regular deposit with a miscellaneous receipt in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	[accept default of KSBNK]
Bank Account	[accept default of MAIN]
Deposit Type	M
Control Currency	[accept default of USD]
Control Total Amount	2000.00
Count	2
Comments	your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	4568 (Check # from Customer 1)

Field	Value
Accounting Date	[accept default of today's date]
Amount	600.00
Journal Directly	Checkbox selected
Payment Method	Check
Total Number of Checks	1
MICR ID	Judy's Floral (Customer Name, Check 1)
* Click the **Add a new row** button in the Payment Information section	
Sequence 2	*[no action required]*
Payment ID	1456 (Check # from Customer 2)
Accounting Date	[accept default of today's date]
Amount	1400.00
Journal Directly	Checkbox selected
Payment Method	Check
Total Number of Checks	1
MICR ID	Fred's (Customer Name, Check 2)
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit

Field	Value
Direct Journal Payments → Create Accounting Entries	
Deposit Unit	17300
Deposit ID	Deposit ID created above
Click the **Search** button	Can view all payments in the deposit. Click Payment Sequence 1
Accounting Entries	
GL Unit	17300
Line Amount	-600.00
Dept	1730102000
Fund Code	1000
Bud Unit	0210
Program Code	01180
Account	420200
*Click the **Create** (lightning bolt) button	
Complete	Checkbox selected

Field	Value
*Click the **Save** button	
*Click the **Next in List** (yellow button)	
SpeedChart Key	SMARTCOMIT
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	

Activity 2 – Exercise: Entering a Regular Deposit for Miscellaneous Receipts

Scenario
You are a **Deposit Processor** who has received $3500 in checks from two separate customers that do not correspond to any open item. Enter a regular deposit with two payments, one for each of the customers.

Menu Path
Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	[accept default of KSBNK]
Bank Account	[accept default of MAIN]
Deposit Type	M
Control Currency	[accept default of USD]
Control Total Amount	3500.00
Count	2
Comments	[your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	1001 (Check # from Customer 1)

Field	Value
Accounting Date	[accept default of today's date]
Amount	1500.00
Journal Directly	Checkbox selected
Payment Method	Check
Total Number of Checks	1
MICR ID	Myers (Customer Name, Check 1)
* Click the **Add a new row** button in the Payment Information section	
Sequence 2	*[no action required]*
Payment ID	1456 (Check # from Customer 2)
Accounting Date	[accept default of today's date]
Amount	2000.00
Journal Directly	Checkbox selected
Payment Method	Check
Total Number of Checks	1
MICR ID	Pinky's (Customer Name, Check 2)
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit

Field	Value
Direct Journal Payments → Create Accounting Entries	
Deposit Unit	17300
Deposit ID	Deposit ID created above.
Click the **Search** button	Can view all payments in the deposit. Click Payment Sequence 1
Accounting Entries	
GL Unit	17300
Line Amount	-1500.00
Dept	1730102000
Fund Code	1000
Bud Unit	0210
Program Code	01180
Account	420200
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	

Field	Value
*Click the **Next in List** (yellow button)	
SpeedChart	SMARTCOMIT
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	

Activity 3 - Walkthrough: Entering a Deposit Adjustment

Scenario
You are a **Deposit Processor** who was notified that a deposit completed two weeks ago was deposited into the wrong Account. You must now create a deposit adjustment.

Menu Path
Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to enter a deposit adjustment in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	[accept default of KSBNK]
Bank Account	[accept default of MAIN]
Deposit Type	A
Control Currency	[accept default of USD]
Control Total Amount	0.00
Count	2
Comments	[your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	1
Accounting Date	[accept default of today's date]
Amount	350.00

Field	Value
Journal Directly	Checkbox selected
Payment Method	Cash
* Click the **Add a new row** button in the Payment Information section	
Sequence 2	*[no action required]*
Payment ID	2
Accounting Date	[accept default of today's date]
Amount	-350.00
Journal Directly	Checkbox selected
Payment Method	Cash
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit

Field	Value
Direct Journal Payments → Create Accounting Entries	
Deposit Unit	17300
Deposit ID	[value from saved Deposit Adjustment]
Payment Sequence	Can view all payments in the deposit
Accounting Entries	
GL Unit	17300
Line Amount	-350.00
Dept	1730101500
Fund Code	2197
Bud Unit	2022
Program Code	01410
Account	420200
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	
* Click the **Next in List** (yellow button)	
GL Unit	17300
Line Amount	350.00
Dept	1730101500
Fund Code	2197
Bud Unit	2022

Field	Value
Program Code	01410
Account	421100
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	

Activity 4 - Exercise: Entering a Deposit Adjustment

Scenario
You are a **Deposit Processor** who was notified that a deposit completed three weeks ago was deposited into the wrong Department. You must now create a Deposit Adjustment.

Menu Path
Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	[accept default of KSBNK]
Bank Account	[accept default of MAIN]
Deposit Type	A
Control Currency	[accept default of USD]
Control Total Amount	0.00
Count	2
Comments	[your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	1
Accounting Date	[accept default of today's date]
Amount	800.00

Field	Value
Journal Directly	Checkbox selected
Payment Method	Cash
Payments	
* Click the **Add a new row** button in the Payment Information section	
Sequence 2	*[no action required]*
Payment ID	2
Accounting Date	[accept default of today's date]
Amount	-800.00
Journal Directly	Checkbox selected
Payment Method	Cash
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit

Field	Value
Direct Journal Payments → Create Accounting Entries	
Deposit Unit	17300
Deposit ID	[value from saved Deposit Adjustment]
Payment Sequence	1
Accounting Entries	
GL Unit	17300
Line Amount	-800.00
Dept	1730101500
Fund Code	2197
Bud Unit	2022
Program Code	01410
Account	420200
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	
* Click the **Next in List** (yellow button)	
GL Unit	17300
Line Amount	800.00
Dept	1732010000
Fund Code	2197

Field	Value
Bud Unit	2022
Program Code	01410
Account	421100
* Click the **Create** (lightning bolt) button	
Complete	Checkbox selected
* Click the **Save** button	

Activity 5 - Walkthrough: Entering a Deposit Using Payment Predictor

Scenario

You are a **Deposit Processor** who has received an $8500 check from a customer that corresponds to an open item. Enter a regular deposit and select the payment predictor option.

Menu Path

Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to enter a deposit for an open item using payment predictor in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	[accept default of KSBNK]
Bank Account	[accept default of MAIN]
Deposit Type	C
Control Currency	USD
Control Total Amount	8500.00
Count	1
Comments	[your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	1122258 (Check # from Customer)

Field	Value
Accounting Date	[accept default of today's date]
Amount	8500.00
Payment Predictor	Checkbox selected
Payment Method	Check
Total Number of Checks	1
Customer ID	000000000000026
Qual Code	I
Reference	See user specific data
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit
Review Payments > All Payments: Find an Existing Value	
Deposit Unit	17300
Deposit ID	Deposit ID created above
Payment Predictor	Checkbox selected
* Click the **Search** button	
Search Results	Confirm Payment Predictor column shows as "Y" for your deposit and payment

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Reference	35205001
Instructor 2	Reference	35205002
Instructor 3	Reference	35205003
User 1	Reference	35205004
User 2	Reference	35205005
User 3	Reference	35205006
User 4	Reference	35205007
User 5	Reference	35205008
User 6	Reference	35205009
User 7	Reference	35205010
User 8	Reference	35205011
User 9	Reference	35205012
User 10	Reference	35205013
User 11	Reference	35205014
User 12	Reference	35205015

User	Field	Value
User 13	Reference	35205016
User 14	Reference	35205017
User 15	Reference	35205018
User 16	Reference	35205019
User 17	Reference	35205020
User 18	Reference	35205021
User 19	Reference	35205022
User 20	Reference	35205023

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Reference	35205024
Instructor 2	Reference	35205025
Instructor 3	Reference	35205026
User 1	Reference	35205027
User 2	Reference	35205028
User 3	Reference	35205029
User 4	Reference	35205030
User 5	Reference	35205031
User 6	Reference	35205032
User 7	Reference	35205033
User 8	Reference	35205034
User 9	Reference	35205035
User 10	Reference	35205036
User 11	Reference	35205037
User 12	Reference	35205038
User 13	Reference	35205039
User 14	Reference	35205040
User 15	Reference	35205041
User 16	Reference	35205042
User 17	Reference	35205043
User 18	Reference	35205044
User 19	Reference	35205045
User 20	Reference	35205046

Activity 6 - Exercise: Entering a Deposit Using Payment Predictor

Scenario
You are a **Deposit Processor** who has received $300 in checks from two separate customers that correspond to open items. Enter a regular deposit and select the payment predictor option for both payments.

Menu Path
Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Use the appropriate steps from the previous Instructor led walkthrough(s) to complete the exercise scenario in SMART. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, refer to the UPK. If there is not a UPK, then refer to the Instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	KSBNK
Bank Account	MAIN
Deposit Type	C
Control Currency	USD
Control Total Amount	300.00
Count	2
Comments	[your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	1556 (Check # from Customer 1)
Accounting Date	[accept default of today's date]

Field	Value
Amount	250.00
Payment Predictor	Checkbox selected
Payment Method	Check
Total Number of Checks	1
Customer ID	000000000000027
Qual Code	I
Reference	See user specific data – Reference (Seq. 1)
* Click the **Add a new row** button in the Payment Information section	
Sequence 2	*[no action required]*
Payment ID	6822 (Check # from Customer 2)
Accounting Date	[accept default of today's date]
Amount	50.00
Payment Predictor	Checkbox selected
Payment Method	Cash
Customer ID	000000000000028
Qual Code	I
Reference	See user specific data – Reference (Seq. 2)
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit
Review Payments > All Payments: Find an Existing Value	
Deposit Unit	17300
Deposit ID	Deposit ID created above
Payment Predictor	Checkbox selected
* Click the **Search** button	
Search Results	Confirm Payment Predictor column shows as "Y" for your deposit and payment

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Reference (Seq. 1)	35206101
Instructor 2	Reference (Seq. 1)	35206102
Instructor 3	Reference (Seq. 1)	35206103
User 1	Reference (Seq. 1)	35206104

User	Field	Value
User 2	Reference (Seq. 1)	35206105
User 3	Reference (Seq. 1)	35206106
User 4	Reference (Seq. 1)	35206107
User 5	Reference (Seq. 1)	35206108
User 6	Reference (Seq. 1)	35206109
User 7	Reference (Seq. 1)	35206110
User 8	Reference (Seq. 1)	35206111
User 9	Reference (Seq. 1)	35206112
User 10	Reference (Seq. 1)	35206113
User 11	Reference (Seq. 1)	35206114
User 12	Reference (Seq. 1)	35206115
User 13	Reference (Seq. 1)	35206116
User 14	Reference (Seq. 1)	35206117
User 15	Reference (Seq. 1)	35206118
User 16	Reference (Seq. 1)	35206119
User 17	Reference (Seq. 1)	35206120
User 18	Reference (Seq. 1)	35206101
User 19	Reference (Seq. 1)	35206102
User 20	Reference (Seq. 1)	35206103

User	Field	Value
Instructor 1	Reference (Seq. 2)	35206201
Instructor 2	Reference (Seq. 2)	35206202
Instructor 3	Reference (Seq. 2)	35206203
User 1	Reference (Seq. 2)	35206204
User 2	Reference (Seq. 2)	35206205
User 3	Reference (Seq. 2)	35206206
User 4	Reference (Seq. 2)	35206207
User 5	Reference (Seq. 2)	35206208
User 6	Reference (Seq. 2)	35206209
User 7	Reference (Seq. 2)	35206210
User 8	Reference (Seq. 2)	35206211
User 9	Reference (Seq. 2)	35206212
User 10	Reference (Seq. 2)	35206213
User 11	Reference (Seq. 2)	35206214
User 12	Reference (Seq. 2)	35206215
User 13	Reference (Seq. 2)	35206216
User 14	Reference (Seq. 2)	35206217
User 15	Reference (Seq. 2)	35206218
User 16	Reference (Seq. 2)	35206219

User	Field	Value
User 17	Reference (Seq. 2)	35206220
User 18	Reference (Seq. 2)	35206201
User 19	Reference (Seq. 2)	35206202
User 20	Reference (Seq. 2)	35206203

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Reference (Seq. 1)	35206121
Instructor 2	Reference (Seq. 1)	35206122
Instructor 3	Reference (Seq. 1)	35206123
User 1	Reference (Seq. 1)	35206124
User 2	Reference (Seq. 1)	35206125
User 3	Reference (Seq. 1)	35206126
User 4	Reference (Seq. 1)	35206127
User 5	Reference (Seq. 1)	35206128
User 6	Reference (Seq. 1)	35206129
User 7	Reference (Seq. 1)	35206130
User 8	Reference (Seq. 1)	35206131
User 9	Reference (Seq. 1)	35206132
User 10	Reference (Seq. 1)	35206133
User 11	Reference (Seq. 1)	35206134
User 12	Reference (Seq. 1)	35206135
User 13	Reference (Seq. 1)	35206136
User 14	Reference (Seq. 1)	35206137
User 15	Reference (Seq. 1)	35206138
User 16	Reference (Seq. 1)	35206139
User 17	Reference (Seq. 1)	35206140
User 18	Reference (Seq. 1)	35206121
User 19	Reference (Seq. 1)	35206122
User 20	Reference (Seq. 1)	35206123

User	Field	Value
Instructor 1	Reference (Seq. 2)	35206221
Instructor 2	Reference (Seq. 2)	35206222
Instructor 3	Reference (Seq. 2)	35206223
User 1	Reference (Seq. 2)	35206224
User 2	Reference (Seq. 2)	35206225
User 3	Reference (Seq. 2)	35206226
User 4	Reference (Seq. 2)	35206227
User 5	Reference (Seq. 2)	35206228

User	Field	Value
User 6	Reference (Seq. 2)	35206229
User 7	Reference (Seq. 2)	35206230
User 8	Reference (Seq. 2)	35206231
User 9	Reference (Seq. 2)	35206232
User 10	Reference (Seq. 2)	35206233
User 11	Reference (Seq. 2)	35206234
User 12	Reference (Seq. 2)	35206235
User 13	Reference (Seq. 2)	35206236
User 14	Reference (Seq. 2)	35206237
User 15	Reference (Seq. 2)	35206238
User 16	Reference (Seq. 2)	35206239
User 17	Reference (Seq. 2)	35206240
User 18	Reference (Seq. 2)	35206221
User 19	Reference (Seq. 2)	35206222
User 20	Reference (Seq. 2)	35206223

Activity 7 - Walkthrough: Entering and Applying Regular Deposits for Customer Receipts with No Item ID

Scenario
You are a **Deposits Processor** who has just received a check from a customer with no item ID referenced. Enter a regular deposit referencing the payment and customer. Use a payment worksheet to apply the payments in the deposit to the appropriate open item.

Menu Path
Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to create a deposit and use worksheet applications in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise, ask the instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	KSBNK
Bank Account	MAIN
Deposit Type	C
Control Currency	USD
Control Total Amount	650.00
Count	1
Comments	[your name and phone number]
Payments	
Sequence 1	*[no action required]*
Payment ID	1886 (Check # from Customer)

Field	Value
Accounting Date	[accept default of today's date]
Amount	650.00
Payment Method	Check
Total Number of Checks	1
Customer ID	000000000000030
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit

Required Data

Field	Value
Apply Payments>Create Worksheet>Create Payment Worksheet: Find an existing payment	
Deposit Unit	17300
Deposit ID	Value from saved deposit above
Payment Worksheet Selection	
Customer ID	000000000000030
* Click the **Build** button	
Payment Worksheet Application: Item List	
Remit Seq	See user specific data – Remit Seq
Sel	Checkbox selected (for Remit Seq listed above)
* Click the **Refresh** button	
* Click the **Save** button	
Payment Worksheet Action	
* Click the **Create/Review Entries** button	
Accounting Entries	
Distribution Lines section	Review distribution lines
* Click the **Return to Previous Panel** button	
Posting Action	Select Batch Standard.
* Click the **OK** button.	
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Item ID	35208001

User	Field	Value
Instructor 2	Item ID	35208002
Instructor 3	Item ID	35208003
User 1	Item ID	35208004
User 2	Item ID	35208005
User 3	Item ID	35208006
User 4	Item ID	35208007
User 5	Item ID	35208008
User 6	Item ID	35208009
User 7	Item ID	35208010
User 8	Item ID	35208011
User 9	Item ID	35208012
User 10	Item ID	35208013
User 11	Item ID	35208014
User 12	Item ID	35208015
User 13	Item ID	35208016
User 14	Item ID	35208017
User 15	Item ID	35208018
User 16	Item ID	35208019
User 17	Item ID	35208020
User 18	Item ID	35208021
User 19	Item ID	35208022
User 20	Item ID	35208023

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Item ID	35208024
Instructor 2	Item ID	35208025
Instructor 3	Item ID	35208026
User 1	Item ID	35208027
User 2	Item ID	35208028
User 3	Item ID	35208029
User 4	Item ID	35208030
User 5	Item ID	35208031
User 6	Item ID	35208032
User 7	Item ID	35208033
User 8	Item ID	35208034
User 9	Item ID	35208035
User 10	Item ID	35208036
User 11	Item ID	35208037
User 12	Item ID	35208038

User	Field	Value
User 13	Item ID	35208039
User 14	Item ID	35208040
User 15	Item ID	35208041
User 16	Item ID	35208042
User 17	Item ID	35208043
User 18	Item ID	35208044
User 19	Item ID	35208045
User 20	Item ID	35208046

Activity 8 - Walkthrough: Entering and Applying Regular Deposits for Customer Receipts with Underpayment

Scenario
You are a **Deposits Processor** who received a payment from a customer for a corresponding pending item. Create a regular deposit referencing the customer and item ID. Create a worksheet to apply the item. While doing this, you identify that the customer has underpaid by $25.00. Create an adjustment to the item for the underpayment.

Menu Path
Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Follow along with your instructor as he/she demonstrates how to create a Deposit and use worksheet applications in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	KSBNK
Bank Account	MAIN
Deposit Type	C
Control Currency	USD
Control Total Amount	615.00
Count	1
Comments	[your name and phone number]
Payments	

Field	Value
Sequence 1	*[no action required]*
Payment ID	1556 (Check # from Customer)
Accounting Date	[accept default of today's date]
Amount	615.00
Payment Method	Check
Total Number of Checks	1
Customer ID	000000000000031
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the **Save** button	
Deposit ID	_____ - Note the value created by saving the deposit

Required Data

Field	Value
Create Payment Worksheet: Find an existing payment	
Deposit Unit	17300
Deposit ID	Value from saved deposit above
Payment Worksheet Selection	
Customer ID	Verify that customer displayed is customer entered above
* Click the **Build** button	
Payment Worksheet Application: Item List	
Item ID	See user specific data
Sel	Checkbox selected (for Item ID listed above)
* Click the **Refresh** button	
* Click the **Add a Row** button at the line selected	
Pay Amt.	25.00
Item ID	[Item above]_AU
Type	AU (Adjust Remaining Underpayment)
Reason	ADJUP (Adjustment due to Underpayment)
* Click the **Refresh** button	
* Click the **Save** button	
Payment Worksheet Action	
* Click the **Create/Review Entries** button	
Accounting Entries	
Distribution Lines section	Review distribution lines

Field	Value
*Click the **Return to Previous Panel** button	
Posting Action	Select Batch Standard
* Click the **OK** button	
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Item ID	35209001
Instructor 2	Item ID	35209002
Instructor 3	Item ID	35209003
User 1	Item ID	35209004
User 2	Item ID	35209005
User 3	Item ID	35209006
User 4	Item ID	35209007
User 5	Item ID	35209008
User 6	Item ID	35209009
User 7	Item ID	35209010
User 8	Item ID	35209011
User 9	Item ID	35209012
User 10	Item ID	35209013
User 11	Item ID	35209014
User 12	Item ID	35209015
User 13	Item ID	35209016
User 14	Item ID	35209017
User 15	Item ID	35209018
User 16	Item ID	35209019
User 17	Item ID	35209020
User 18	Item ID	35209021
User 19	Item ID	35209022
User 20	Item ID	35209023

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Item ID	35209024
Instructor 2	Item ID	35209025
Instructor 3	Item ID	35209026
User 1	Item ID	35209027
User 2	Item ID	35209028
User 3	Item ID	35209029
User 4	Item ID	35209030

User	Field	Value
User 5	Item ID	35209031
User 6	Item ID	35209032
User 7	Item ID	35209033
User 8	Item ID	35209034
User 9	Item ID	35209035
User 10	Item ID	35209036
User 11	Item ID	35209037
User 12	Item ID	35209038
User 13	Item ID	35209039
User 14	Item ID	35209040
User 15	Item ID	35209041
User 16	Item ID	35209042
User 17	Item ID	35209043
User 18	Item ID	35209044
User 19	Item ID	35209045
User 20	Item ID	35209046

Activity 9 - Walkthrough: Entering and Applying Regular Deposits for Customer Receipts with Overpayment

Scenario

You are a **Deposits Processor** who received a payment from a customer for a corresponding pending item. Create a regular deposit referencing the customer and item ID. Create a worksheet to apply the item. While doing this, you identify that the customer has overpaid by $50. You contact the customer who asks that you place the amount on his account, as he is a frequent customer. Create an adjustment to the item for the overpayment.

Menu Path

Accounts Receivable → Payments → Online Payments → Regular Deposit → Add a New Value

UPK Procedure

Not Applicable

Job Aid

Not Applicable

Instructions

Follow along with your instructor as he/she demonstrates how to create a Deposit and use worksheet applications in SMART. Perform each step along with the instructor using the values assigned to your training number. For fields in the Required Data table that require a "user specific data," be sure to use ONLY the user number that your instructor has assigned to you. If you need assistance as you complete this exercise ask the instructor for guidance.

Required Data

Field	Value
Regular Deposit: Add a New Value	
Deposit Unit	17300
Deposit ID	NEXT
Totals	
Accounting Date	[accept default of today's date]
Bank Code	KSBNK
Bank Account	MAIN
Deposit Type	C
Control Currency	USD
Control Total Amount	830.00
Count	1
Comments	[your name and phone number]

Field	Value
Payments	
Sequence 1	*[no action required]*
Payment ID	1116 (Check # from Customer)
Accounting Date	[accept default of today's date]
Amount	830.00
Payment Method	Check
Total Number of Checks	1
Customer ID	000000000000032
Totals	
Entered Total Amount	Verify that it matches the Control Total Amount
Entered Total Count	Verify that it matches the Control Total Count
* Click the Save button	
Deposit ID	_____ - Note the value created by saving the deposit

Required Data

Field	Value
Apply Payments > Create Worksheet > *Create Payment Worksheet: Find an existing payment*	
Deposit Unit	17300
Deposit ID	Value from saved deposit above
Payment Worksheet Selection	
Customer ID	Verify that customer displayed is customer entered above
* Click the Build button	
Payment Worksheet Application: Item List	
Item ID	See user specific data
Sel	Checkbox selected (for Item ID listed above)
* Click the Refresh button	
* Click the Add a Row button at the line selected	
Pay Amt.	-50.00
Item ID	[Item above]_OA
Type	OA (Place An Amount On Account)
Reason	ONACT (On Account)
* Click the Refresh button	
* Click the Save button	
Payment Worksheet Action	
* Click the Create/Review Entries button	
Accounting Entries	

Field	Value
Distribution Lines section	Review distribution lines
* Click the **Return to Previous Panel** button	
Posting Action	Select Batch Standard
* Click the **OK** button	
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Remit Seq. 1	35210001
Instructor 2	Remit Seq. 1	35210002
Instructor 3	Remit Seq. 1	35210003
User 1	Remit Seq. 1	35210004
User 2	Remit Seq. 1	35210005
User 3	Remit Seq. 1	35210006
User 4	Remit Seq. 1	35210007
User 5	Remit Seq. 1	35210008
User 6	Remit Seq. 1	35210009
User 7	Remit Seq. 1	35210010
User 8	Remit Seq. 1	35210011
User 9	Remit Seq. 1	35210012
User 10	Remit Seq. 1	35210013
User 11	Remit Seq. 1	35210014
User 12	Remit Seq. 1	35210015
User 13	Remit Seq. 1	35210016
User 14	Remit Seq. 1	35210017
User 15	Remit Seq. 1	35210018
User 16	Remit Seq. 1	35210019
User 17	Remit Seq. 1	35210020
User 18	Remit Seq. 1	35210021
User 19	Remit Seq. 1	35210022
User 20	Remit Seq. 1	35210023

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Remit Seq. 1	35210024
Instructor 2	Remit Seq. 1	35210025
Instructor 3	Remit Seq. 1	35210026
User 1	Remit Seq. 1	35210027
User 2	Remit Seq. 1	35210028
User 3	Remit Seq. 1	35210029

User	Field	Value
User 4	Remit Seq. 1	35210030
User 5	Remit Seq. 1	35210031
User 6	Remit Seq. 1	35210032
User 7	Remit Seq. 1	35210033
User 8	Remit Seq. 1	35210034
User 9	Remit Seq. 1	35210035
User 10	Remit Seq. 1	35210036
User 11	Remit Seq. 1	35210037
User 12	Remit Seq. 1	35210038
User 13	Remit Seq. 1	35210039
User 14	Remit Seq. 1	35210040
User 15	Remit Seq. 1	35210041
User 16	Remit Seq. 1	35210042
User 17	Remit Seq. 1	35210043
User 18	Remit Seq. 1	35210044
User 19	Remit Seq. 1	35210045
User 20	Remit Seq. 1	35210046

Activity 10 - Demonstration: Approving Agency Deposits

Scenario
You are an **AR Agency Administrator** who wants to review accounting entries and approve a deposit. Use the **Regular Deposit** search page to locate the deposit for review and approval.

Menu Path
Accounts Receivable → Payments → Online Payments →Regular Deposit

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Watch your instructor as he/she demonstrates how to review payment predictor in SMART. DO NOT perform this exercise along with your instructor.

Required Data

Field	Value
Regular Deposit: Find an Existing Value	
Deposit Unit	17300
Deposit ID	See user specific data
Accounting Entries	
Accounting Entries	Verify all accounting entries
Totals	
Agency Deposit Approval	Click the Approved radio button
* Click the **Save** button	

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Deposit ID	6
Instructor 2	Deposit ID	7
Instructor 3	Deposit ID	8

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Deposit ID	9
Instructor 2	Deposit ID	10
Instructor 3	Deposit ID	11

Activity 11 - Demonstration: Viewing Payment Groups

Scenario
You are an **AR Agency Administrator** who wants to view the detailed information for a recently processed payment group. Go to the Payment Group-All Items page and use the provided criteria to review a payment group.

Menu Path
Accounts Receivable → Receivables Update → Posting Results-Payments → Payment Group-All Items

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Watch your instructor as he/she demonstrates how to viewing payment groups in SMART. DO NOT perform this exercise along with your instructor.

Required Data

Field	Value
Payment Group-All Items	
Deposit Unit	17300
Deposit ID	15
Payment IDs	11256, 11259, 11265, 11271
Payment Control	
Totals section	Review control totals
Group Status section	Review group status
Payment 1	
Pending Item Entry section	Review item information
Payment 2	
Pending Item Entry section	Review assigned support personnel, correspondence information
Cash Forecasting section	Review cash forecasting information
Draft Options section	Review draft information
Payment 3	
Consolidated Invoice	Review consolidated invoice information
User Date, User Text, User Amounts sections	Review user-defined fields

Activity 12 - Demonstration: Viewing Incomplete Payments

Scenario
You are an **AR Agency Administrator** who needs to view all incomplete payments for your business unit. You were expecting a large payment from Britcher Office Supplies today and do not recall seeing it ready to approve. Navigate to the **Incomplete Payments** page and use the provided search criteria to search for the incomplete payments.

Menu Path
Accounts Receivable → Payments → Review Payments → Incomplete Payments

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Watch your instructor as he/she demonstrates how to viewing incomplete payments in SMART. DO NOT perform this exercise along with your instructor.

Required Data

Field	Value
Incomplete Payments	
Unit	17300
User	[clear field; leave blank]
Deposit ID	[clear field; leave blank]
Applied Post Status	[leave default]
Date Operand	=
Accounting Date	02/22/2010
Payment Type	[leave default]
*Click the **Search** button	
Incomplete Payments: Incomplete Payment Information	
* Click the **View All** link	
Deposit ID	Review the status of Deposit ID 22

Activity 13 - Demonstration: Reviewing Payments Matched Using Payment Predictor

Scenario
As an **AR Agency Administrator** for your agency, you are responsible for reviewing payments. Your **Deposit Processor** has entered several payments to be matched using Payment Predictor and the batch process of Payment Predictor has already been run.

Note: The batch process of AR Update has not yet run, allowing you to view the payments and see if they were successfully applied.

Confirm that all three of the payment IDs for each deposit were successfully applied using Payment Predictor.

Menu Path
Accounts Receivable → Payments → Review Payments → All Payments → Find an Existing Value

UPK Procedure
Not Applicable

Job Aid
Not Applicable

Instructions
Watch your instructor as he/she demonstrates how to review payment predictor in SMART. Do NOT perform this exercise along with your instructor.

Required Data

Field	Value
All Payments: Find an Existing Value	
Deposit Unit	17300
Deposit ID	See user specific data
Search	Click the Search button
Search Results	
Search Results	Confirm payment status set to "Applied" for each of the payments in the deposit
Payment ID	See user specific data

User Specific Data – Classroom Set 1

User	Field	Value
Instructor 1	Deposit ID	16
Instructor 2	Deposit ID	17
Instructor 3	Deposit ID	18
Instructor 1	Payment IDs	7111 7112 7113
Instructor 2	Payment IDs	7121 7122 7123
Instructor 3	Payment IDs	7131 7132 7133

User Specific Data – Classroom Set 2

User	Field	Value
Instructor 1	Deposit ID	19
Instructor 2	Deposit ID	20
Instructor 3	Deposit ID	21
Instructor 1	Payment IDs	7211 7212 7213
Instructor 2	Payment IDs	7221 7222 7223
Instructor 3	Payment IDs	7231 7232 7233